

**Disaster Assistance Employee (DAE)
Position Description for Joint Field Office (JFO) assignment
Hazard Mitigation Floodplain Management Specialist**

Major Duties and Responsibilities:

- Implements strategy for National Flood Insurance Program (NFIP) coordination, compliance, and community outreach
- Establishes and maintains coordination with the State NFIP Coordinator and other internal and external stakeholders
- Identifies key objectives with respect to floodplain management and makes recommendations for timely coordination including Federal and State recovery activities that have an impact on floodplain management and implementation of State objectives and strategies.
- Schedules and participates in community meetings to provide flood insurance expertise, advance implementation of floodplain management and mitigation actions, and promote community participation in the NFIP and its Community Rating System (CRS)
- Assists communities enrolled in the NFIP with coordination and compliance, with special emphasis on post disaster issues such as repetitive loss and substantial damage
- Serves as a resource to the JFO staff on floodplain management policies and practices
- Provides technical assistance to communities in declared area(s) including data collection to identify special areas of damage, potential substantial damage, and repetitive loss
- Coordinates with FEMA Regional Office floodplain management staff concerning ongoing issues and the communities' floodplain management history
- Participates in community and public education and outreach activities; charts community demographics, and collects insurance and mitigation-related publications for distribution
- Coordinates with HM Insurance Specialist on policy and claim information for designated disaster area

EXPERT – please document any experience which would qualify you

- Provides high-level advice and guidance on complex insurance-related issues and matters
- Provides detailed perspective on insurance-related issues
- Trains and mentors other team members and provides feedback to Floodplain Management Team Leader

Duties by Specialty Category may apply to some positions, please indicate experience in any category

Riverine:

- Acts as resource for riverine floodplain management including floodway standards and other high risk flooding, such as flash flood areas, fluctuating lake levels, ice jam flooding, mudflows, alluvial fan flooding, closed lake basins, and areas of special consideration

- Addresses potential impacts caused by unsafe levees and dams, high velocities, and debris flows
- Coordinates riverine insurance concerns with insurance specialist

Coastal:

- Acts as resource on coastal zone floodplain management, including Coastal Barrier Resources Act (COBRA), FEMA's *Coastal Construction Manual*, and tsunami inundation mapping
- Coordinates coastal insurance concerns with Hazard Mitigation (HM) Insurance Specialist

Knowledge, Skills, Abilities and Experience Required:

- Working knowledge of typical land use permit processing and substantive review sequence similar to those practices found at the State and local government level
- Ability to troubleshoot permit procedures and analyze authoritative standards in the administration of floodplain permitting required under the NFIP
- Working knowledge of FEMA regulations and the NFIP as well as the ability to review FPM ordinances, permitting processes, and flood maps
- Possesses basic knowledge of Geographic Information System (GIS)
- Possesses good writing skills
- Ability to develop operational objectives and plans
- Possesses well developed interpersonal skills
- Ability to read and interpret flood maps
- Ability to operate a computer and use Microsoft Office® programs
- Ability to use Residential Substantial Damage Estimator (RSDE)
- Ability to articulate and conduct detailed briefings
- Ability to provide technical assistance to non-technical local officials
- Ability to accept responsibility, make decisions, establish priorities, and solve problems
- Ability to conduct Community Assistance Contacts and/or Visits to facilitate community compliance with NFIP
- Ability to maintain composure while addressing groups
- Ability to work under pressure to accomplish multiple tasks, under short timelines in a disaster environment.
- Excellent customer service skills

Working Knowledge Required For Each Specialty

Riverine and Non-Coastal (Floodplain Management):

- Working knowledge of riverine floodplain management including floodway standards
- Working knowledge of other high risk flooding, such as flash flood areas, fluctuating lake levels, ice jam flooding, mudflows, alluvial fan flooding, closed lake basins, and areas of special consideration
- Working knowledge of potential impacts caused by unsafe levees and dams, high velocities, and debris flows
- Working knowledge of and ability to coordinate riverine insurance concerns with the HM Insurance Specialist

Coastal (Floodplain Management):

- Working knowledge of riverine floodplain management including floodway standards, and other knowledge, skills, and abilities listed under the Riverine Category
- Working knowledge of COBRA
- Working knowledge of coastal zone floodplain management
- Working knowledge of principles and practices of FEMA's *Coastal Construction Manual*
- Working knowledge of tsunami inundation mapping
- Working knowledge of and ability to coordinate coastal insurance concerns with the HM Insurance Specialist